

# The Catholic School of St. Eugene



2016-2017 Middle School Handbook

**THE CATHOLIC SCHOOL OF**  
**S A I N T**  **EUGENE**

October 2016

Dear Middle School Parents,

Creating a culture of discipline within a middle school requires clearly established rules that are consistently enforced. In an effort to help parents and students better understand the rules, guidelines, and policies of the Catholic School of St. Eugene we are unveiling a new Middle School Parent and Student Handbook. Creating such a handbook takes time and careful consideration. The middle school team, students and I will be working on additions and revisions of this Middle School handbook throughout the 2016-2017 school year. Input from students is particularly important to helping them understand the expectations of our middle school. While this handbook will not replace the general CSSE handbook, it will provide a more detailed insight into the policies and practices that make our Middle School different from that of our elementary school. Much of the information comes from our regular Family Handbook and orange highlights represent updates from previous versions of the Family Handbook.

It is our sincere hope that this document gives parents and students a better understanding of the expectations we place upon our students. I ask that you pay particular attention to the new policy regarding discipline (shield pulls and Student Action Plans). Our students will begin having their “shield” pulled on Monday, October 3rd which means they can lose points for their House. We are just completing a two week trial period of Shield Pulls.

I also ask that you look closely at our new policy on cell phones. Cell phones may only be at school if a student has a Cell Phone Exemption Form approved by Mr. Luetkemeyer.

Sincerely,

Mr. Luetkemeyer

Mrs. Ison

Mr. Ashworth

Mrs. Holland

Mr. Muchmore

Ms. Petromilli

Mrs. Shannon

# Middle School Discipline Cycle



At St. Eugene we have Eagle Expectations. We are all are expected and agree to...

1. Be truthful and honest.
2. Show the same respect to others as we would to Christ.
3. Maintain a safe environment and to be concerned for the overall safety of each individual that comes to our school.
4. Accept responsibility to pursue academic success and accountability.
5. Arrive at school in proper uniform with enough time to prepare yourself for the school day.

These expectations will be discussed with all middle school students. These rules are guiding us to our goal of self-discipline. By practicing self-discipline, we will be developing the ability to wait and think. This will help us recognize the consequences of our actions. It will also help build our self-esteem.

Should a student violate one of these rules or expectations the following actions will be taken:

- The student will first be given a verbal warning to correct the behavior and allow for self-correction unless the behavior is egregious enough to warrant a shield pull (see below).
- If the behavior does not change, the student will have his/her shield pulled. Each House will have a board in the hallway and on that board will be a “shield” that represents their House and has their name across the top. Each week students will have their shield put up in the hallway and they will remain there unless a student has their shield “pulled”. The shield system has been put in place to help the students monitor their own behavior. One aspect of the shield system is that students who do the right thing again and again are rewarded for their efforts. At the end of the week, students who have kept their shield up all week will receive points for their House.

A student should be expected to have a “shield pull” from time to time. A shield pull is not a horrible event. We must remember as adults, we often learned most from our mistakes and we continue to make mistakes as an adult. The idea behind shield pulls is that a student has gone beyond a warning and needs to briefly walk out of the room and get their shield. A very brief removal from class reminds the student that they have crossed the line and needs to correct their behavior.

- Once a student has already had their shield pulled for the week and continues to make poor choices they go to the next step of our discipline process. If there is still a problem with behavior, the student will be removed from class for 10 minutes. During that 10 minute period the student will be required to complete a Student Action Plan which will then be sent home for parental notification/signature and returned to the teacher the following day. We have attached a copy of the Student Action Plan. The student will also take a copy of our Eagle Expectations to reflect upon. A student action plan is not necessarily for a major discipline problem within the class. Often a Student Action Plan more accurately represents that a student has interrupted the learning multiple times in a class or class.
- If a student fails to turn in a Student Action Plan with a parental signature on the following school day the parent will be notified, and the student shall serve lunch detention until it is returned.
- After three Student Action Plans in a month, the student will be required to call home to notify their parent of a 1 hour after school detention.
- Following the 3<sup>rd</sup> after school detention the student will then be required to attend a Saturday detention. If a student continues to receive detentions or Saturday School, the student and their parent may be asked to have a conference with the faculty and/or administration to develop a behavior modification plan. Any student receiving a behavior modification plan will also be put on school probation. Continued difficulty can result in suspension or expulsion.



# Student Action Plan

Name (please print): \_\_\_\_\_ Date: \_\_\_\_\_

Class Section: \_\_\_\_\_ Time of Infraction: \_\_\_\_\_

**What I should have been doing:**

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**What I was doing:**

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**2. List below the Eagle Expectations that you did not uphold.**

- a.) \_\_\_\_\_
- b.) \_\_\_\_\_
- c.) \_\_\_\_\_

**3. Write one thing you would be willing to do to show your remorse or apologize to the person that might have been affected by your actions.**

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**4. I will know I have been able to succeed in changing my behavior if:**

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\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent Signature/Date

\_\_\_\_\_  
Teacher Signature

***Please print name and then sign***

## ***Middle School House System***

We believe that it is very important to foster a positive atmosphere which will provide each child an opportunity to shine. It is with this in mind that St. Eugene established the House System in 2006. The house system is based off of the Cambridge and Oxford house school system founded in England. Each house gives specific students an opportunity to showcase their gifts. Our house system is comprised of the five houses which will contain students from each of the 6th, 7th, and 8th grade classes. We divided the students randomly. Every student within each house will have the opportunity to contribute to their houses success. The Middle School Houses are

Aquinas House

Drexel House

Francis House

Kateri House

Patrick House

(Students will remain in that House for the duration of their time at St.Eugene.)

By rewarding the students with points for completing these tasks, we feel students will be motivated positively. It is our hope that by instituting this house system our students will gain a great sense of community, faith and service. It will place a great amount of responsibility on each student. Each student will be responsible for a monthly point sheet. This sheet will need signature of those people designated on the point sheet attached.

### **THE BENEFITS OF A HOUSE SYSTEM**

House membership brings many advantages, not least of which is a keen sense of belonging to an extended family in our school. The House System is designed to reinforce many values and disciplines we want to instill in our students at St. Eugene. Values like responsibility, respect, trust, team-work, charity, healthy competition, discipline and service/ministry are all part of House System.

Another benefit of the House System is that it crosses grade level lines and divisions. The younger students can turn to the older students for advice and reassurance. House Deans provide support to all House members. House Captains are selected for leadership skills and lead their individual Houses. The House System is a very important part of the pastoral life of St. Eugene middle school. At a time in a young persons life when they are confronted with many issues—physical, spiritual, personal, and academic—the House System provides peer support and adult mentors. It gives every student a range of support that he or she can use when the need arises.

Houses replace the typical homeroom classroom and students report to their respective Houses each morning and at the conclusion of each school day. Meetings may include working and discussing particular projects. Points are given to students for various activities and competitions. Students earn points for participating in school sports, serving at Mass, singing in the school choir, and special competitions and service projects. The House System teaches the students to work together for a common goal. The House with the most points at the end of the school year will win the House Cup and be awarded a special field trip.

### **ABSENCE**

When a child is absent, please call the office by 9:00 a.m. each day of absence. The voice-mail system (212-4543) is available 24 hours each day including weekends. Please schedule outings during breaks/vacations to eliminate any interruptions in your child's education. Requests for anticipated absences for any reason other than illness must be made in writing and approved by the principal. Completed assignments are vital to the student's education. It is the responsibility of the student to obtain the list of missing assignments. Please see your child's teacher for their policy on homework given in advance and make up work. Parents are required to sign out their child in the school office if they are taking them out of school during the school day and upon the child's return, they must sign back in at the school office.

**If a student will be missing class time due to shadowing at another school, all work that will be missed must be discussed with the teachers prior to attending. Shadowing is a privilege, and it is the student's responsibility to make sure that they will not be missing a test or other important assignments/activities.**

### **BIRTHDAYS**

Requests to bring birthday treats, which are easy to distribute and require little cleanup, are to be made in advance and are at the discretion of the classroom teacher. Commercial birthday deliveries will not be delivered to the student until the end of the school day. Party invitations that include the entire class can only be distributed on the school campus until the family directory is available. Once the directory is distributed, the invitations must be mailed to the invited guest's home.

### **BULLYING/CYBERBULLYING**

Any action based on lack of respect for others, including sexual and physical abuse, or the creation of a hostile environment by students, **parents or** faculty and/or staff will not be tolerated. Harassment, intimidation and bullying means any gesture, written or verbal expression (**including online**) or physical act that a reasonable person should know will harm another student, damage another student's property, place another student in reasonable fear of harm to the student's person or damage to the student's property, or insult or demean any student or group of students in such a way as to interfere with the school's educational mission or the education of any student. "Harassment, intimidation or bullying" include, but are not limited to, a gesture or written, verbal or physical act that is reasonably perceived as being motivated by a student's religion, race, color, national origin, age, sex, sexual orientation, disability, height, weight, socioeconomic status or any other distinguishing characteristic. "At school" means on school grounds, at school-sponsored activities or at school-sanctioned events. All complaints will be investigated and appropriate disciplinary action will be imposed.

**CELL PHONES**

It is recommended that students leave cell phones at home. **If a family determines that a child must have a cell phone at school for after school purposes, they must provide the administration with a cell phone release form that is provided by the school.**

If they bring a cell phone to school, it must be kept in the student’s backpack and turned OFF. Cell phones will be confiscated by teachers or school administration and the student may be given additional consequences if they are used during school hours. This includes texting and **social media use.**



# Cell Phone Exemption Policy

Student(s) Name: \_\_\_\_\_

Parent Name (Please Print): \_\_\_\_\_

\_\_\_\_ I am requesting that my child be allowed to have a cell phone at school. I understand and agree that my child is not allowed to use their phone for any reason other than explicit permission for a teacher or administrator, including aftercare. Social use of the phone is not an approved request, you must indicate a specific need.

Rationale for request

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Parent Signature

Date

## Dress Code

### **Grades K-8**

Grades K-8 will follow the uniform dress code. Our official uniform company is Parker School Uniforms located at 9606 North May Avenue in The Colonnade Shopping Mall. Clothing or items purchased elsewhere may not conform to school dress code. **Please place names in all clothing items.**

- All uniforms must fit correctly, be clean, pressed and in good repair. Shirts and blouses must be buttoned and tucked in while on campus.
- Dress uniforms are to be worn to school Masses as well as other occasions as designated by the school.
- Walking shorts may be worn from the first day of classes in August until November 1 and from the first Monday following Spring Break until classes dismiss in May.
- All shoes must be closed heel and toe with flat heels and no platforms. Boots and sandals are not permitted. Shoe styles deemed extreme will not be allowed. Shoes with flashing lights, wheels, cartoon characters, or **excessive beading** are not permitted. If you have a question if a shoe style is appropriate, please see the administration.
- Socks for all students must be **visible** and be solid white, black or navy with **no trims, logos, etc.** **St. Eugene logo socks are allowed.** Girls may also wear solid white, black or navy knee socks or tights/leggings. Leggings should completely cover the leg and fit well. They should not be baggy and skin should not be showing between the end of the legging and sock line. No sweat pants or other loose fitting pants may be worn under jumpers or skirts.
- No logos, brands, insignias or trims of any kind are to adorn any clothing, with the exception of athletic shoes and St. Eugene sweatshirts with the school crest.
- Jewelry is to be limited to silent wristwatches and/or a small religious medal or cross around the neck. Only small stud earrings (one per ear) may be worn by girls. **Rubber bracelets are not permitted, including those with religious messages.** Hair accessories for girls must be modest in style and size and need to be the uniform plaid colors or a solid uniform color. Hair feathers are not permitted.
- Cosmetics, nail polish (except for clear polish), artificial nails, lip gloss, tattoos (artificial, henna or real) or body piercing are never permitted. **If a student has gel nail polish, an artificial tatticiatoo, or any other cosmetic item that cannot be removed at school, the student may be sent home. The student will not be allowed to return to school until the item has been removed.**
- Undershirts/underclothing must be solid white.
- **Undergarments should not be visible through clothing.**
- **No extremes in hair are permitted (color, bleaching, style or length).** Attire or hair deemed bizarre or disruptive is prohibited. The length of hair for boys should not be longer than to the top of the eyebrow and neatly trimmed at the top of the collar. Mohawk style haircuts are not permitted. If you have a question if a hairstyle is appropriate, please see the principal.
- If needed, boys should be neatly shaven. Visible facial hair is not permitted.
- Navy sweatshirts printed with the school crest are available through the school and may be worn with uniforms. A plain navy sweatshirt without a hood may be worn with the uniform. Worn-out sweatshirts should be replaced throughout the school year. Sweatshirts **may not** be worn to Mass.
- A Saint Eugene logo black pull over may be worn. These pull overs **may only** be purchased through Parker School Uniform. Pull overs may not be worn to Mass.
- **Navy or white cardigans may be worn. They must be simple in style and not have any beading or excessive trim. Sweaters may be worn to Mass.**

### **Grade 6-7-8 Girl's Dress Uniform**

- The St. Eugene plaid pleated skirt from Parker Uniforms is the required skirt for girls in Grades 6-8 and the tailored, white blouse (either long or short sleeved) or a 3/4 length sleeve blouse (this may only be purchased at Parker Uniform) with St. Eugene plaid criss-cross tie. Skirt lengths may be no shorter than 2" above the knee. Blouses are to be neatly tucked in at all times (except for the 3/4 length sleeve blouse). Shoes and socks as described above.

### **Grades 6-7-8 Casual**

- Proper fitting, tailored khaki (must match the Parker Uniform khaki) pants or walking shorts (no more than 2" above the knee) with the solid navy polo-style collared knit shirt (either long or short sleeved). Neither pants or shorts may have exterior pockets and are to be worn with belts (plain navy, black or brown leather). Navy polo shirts are to be neatly tucked in at all times and there are to be no trims, puff sleeves, lace, etc. Girls may also wear their uniform skirts with the solid navy polo-style knit shirt. **White blouses are not to be worn with the casual uniform (blouses are only to be worn on dress uniform days).** Shoes and socks as described above.

### **Grades 6-7-8 Boy's Dress Uniform**

- Proper fitting, tailored khaki (must match Parker Uniform khaki) pants or walking shorts (to the knee) and the solid white dress shirt (either long or short sleeved) with the official Parker Uniform necktie in St. Eugene plaid. Neither pants nor shorts may have exterior pockets and are to be worn with belts (plain navy, black or brown leather). Shirts are to be neatly tucked in at all times. Shoes and socks as described above.

### **Grades 6-7-8- Casual Uniform**

- Proper fitting, tailored khaki (must match Parker Uniform khaki) pants or walking shorts (to the knee)) with the solid navy polo-style collared knit shirt (either long or short sleeved). Neither pants nor shorts may have exterior pockets and are to be worn with belts (plain navy, black or brown leather). Navy polo shirts are to be neatly tucked in at all times and there are to be no insignias or trims. Shoes and socks as described above.

### **Student Spirit Shirts – All Grades**

Notification of when Spirit Shirts may be worn will be given through "The Eagle Express".

### ***Dress Code Infraction Policy***

Any student that has a uniform infraction must sign the uniform log. If a student receives three uniform infractions within a month, they will not be able to take part in Spirit Dress Day or a Free Dress Day (whichever occurs first).

- Any student who receives a fourth uniform infraction in one particular month will be required to wear their Mass uniform for five consecutive days.
- If a student receives a fifth uniform infraction for a non-correctable reason (wrong socks, no belt, or essentially something they cannot simply be corrected like an untucked shirt) they will be required to call their parent and have them bring the correct uniform item. Students will remain in the library, secluded from their class, until the uniform item arrives.
- Students who consistently wear a hoodie or non-approved sweatshirt after being asked to stop doing so will have to turn in their non-approved uniform item to the office. The

student will still be able to wear the item to recess (provided the weather dictates it is necessary), but then must return it to the office when they return. The student will only be able to reclaim the item with a parent present, after school. This situation is only reserved for students who routinely challenge the rule.

### **DRUGS AND ALCOHOL**

Students who possess drugs and/or alcohol at school or at any school function, face suspension and/or expulsion.

### **EMERGENCY SCHOOL CLOSINGS**

Announcements to officially close or delay opening of St. Eugene Catholic School due to emergencies or bad weather will be made through the news media. It is incorrect to assume that area schools follow suit. St. Eugene Catholic School will make its own announcement through **School Connect** and the following television stations:

KFOR TV	4
KOCO TV	5
KWTV	9
KOKH TV	25

### **EXTENDED CARE (DOOR POLICY)**

St. Eugene Catholic School offers a program for families with children who may need childcare supervision before or after school. The Extended Care program has been in existence for a number of years. Three enrollment options are available to best suit your family needs and are charged separately in addition to school tuition. Times for the Before Care program are 7:00-7:45 a.m. each day. Children are to be escorted to the Nursery Room/Extended Care Room if arriving prior to 7:30 a.m. After 7:30 a.m., the students may be escorted into the gym. The After Care program begins at school dismissal time each day and is from 3:00-6:00 p.m. The children are divided into two separate age groups. The activities for each group vary according to the ages of each group of children. We offer homework study time, group play, recreational activities, nutritious snacks and a safe place for each child. Children enrolled in the Extended Care program are also offered full-time care on certain days when school is not in session. These days are offered at an additional charge. The Extended Care Program is offered during the summer months. Summer Camp information is sent home during the last quarter of the school year. Please request information pertaining to all enrollment and fees by contacting the Extended Care Director at 302-4250, ext. 118.

### **FUNDRAISING ACTIVITIES**

#### **(APPROVED BY PRINCIPAL)**

Effective July 1, 2004, and continuing until further notice from the Pastor or the School Advisory Council, all groups and/or organizations related to the school in any way who conduct fundraising activity shall donate or tithe an amount equal to ten percent of their net income from fundraising activities during each fiscal year. This policy applies to school groups/organizations including, but not limited to, the PTO, the Art Committee, the Athletic Committee, the 8<sup>th</sup> Grade Graduation Committee, the , etc. The fiscal year for bookkeeping purposes is July 1<sup>st</sup> through June 30<sup>th</sup>. Prior to the end of each fiscal year, the secretary or treasurer for each organization or committee shall document that the tithe is completed. This policy exemplifies the dedication of the School Advisory Council and the school to tithing and stewardship. The School Advisory Council believes that this policy sets an example for the students of

St. Eugene Catholic School and reinforces the belief that all financial gifts to the school and its support organizations come from God. As good Stewards of the gifts from God, it is right to tithe ten percent (10%) to the Church and retain ninety percent (90%) for the organization and/or school's use. The tithe will be deposited into the [School Scholarship Endowment Fund](#).

### **GRADES**

Students will be issued report cards at the end of each quarter to be signed and returned by a parent/guardian. Additionally, parents may receive notice of any significant incident or change in either a student's academic performance or behavior. Conferences are scheduled in the fall semester at the mid-term of the first nine weeks for all students. Spring conferences are available at mid-term for the third nine weeks. Otherwise, a parent/teacher may request an appointment as necessary. The percentages for the letter grades are:

100 – 93	A
92 – 85	B
84 – 75	C
74 – 69	D
Below 69	F

A final grade will be averaged for each academic subject at the end of the school year, which becomes a part of the student's permanent record. Evaluations for our very young children consist of an age-appropriate overview of their progress. Following an absence, students are expected to obtain and make up any missed assignments at the time of their return. One day for each day of absence is allowed in order to make up work for each day of an excused absence. It is the responsibility of the student to obtain assignments when absent.

### **GUIDANCE, COUNSELING AND SPECIAL NEEDS**

St. Eugene Catholic School works in cooperation with St. Joseph's Family Counseling of Catholic Charities to insure that students/families seeking guidance counseling and/or evaluative services may be addressed. Students qualifying for federally funded Title programs will be serviced according to their needs and the regulations according to Oklahoma City Public Schools.

[\(OKC Public Schools Contact Mrs. Ison- testing\)](#)

[For a list of resources\)](#)

Speech screening is provided free of charge, but the services are contracted out by the individual parents.

### **MASS AND PRAYER LIFE**

Parents are invited to attend student Masses that are held on Thursday mornings at 8:15 a.m. in the church and Children's Liturgy on Friday mornings at 8:15 a.m. in the chapel. Exceptions to this time may include holy days. Students are to wear dress uniforms to School Mass. Classroom prayer includes morning prayers at 8:00 a.m. daily and afternoon prayer at dismissal. Grace before and after meals and prayer at various other times are also part of our day. Enrollment in our school also affords our students many rich experiences, and liturgical observances and traditions, such as Stations of the Cross, the Rosary, and Adoration of the Blessed Sacrament. Stewardship opportunities arise throughout the school year. Participation by the students is expected.

**MEALS** g their lunch from home; however, **restaurant food and/or soft drinks are against school policy and will not be allowed.** Due to varying health issues, trading food among the students is not

permitted. The school must be informed in writing by the student's physician of any life threatening food allergies. (check old handbook for complete listing)

### **MEDICATION/HEALTH:**

- For liability reasons, we will not dispense medications of any type, including Tylenol, Ibuprofen and aspirin, without a Medication Permission Form with a physician's signature.
- If a child has to take any medication while at school that is prescribed by a doctor, that medication must be in the original container from the pharmacy with child's name, date, amount and frequency of dosage. If the medication is kept in the school office for more than a week a form must be filled out and signed by parent and physician. This must be completed on a yearly basis.
- All medications must be brought to the office by a parent and will be locked in the school office and a Medication Log will be kept. This includes cough drops/OTC medicine.
- It is recommended that students keep inhalers and epi-pens with them at all times while on school campus with the exception of the Early Childhood students. If a parent of a student in grades 1-8 prefer that the inhaler/epi-pens are kept in office for more than a one week period a form must be filled out and signed by parent and physician. This must be completed on a yearly basis. The teachers will keep the inhalers and epi-pens for the Early Childhood students.
- The school must be informed in writing by the student's physician of any life threatening allergies. (see Food Allergy Policy) Forms are available in the school office.
- Any student, volunteer or staff member with a communicable disease or condition must be handled on a case by case basis in accordance with guidelines set by the Center for Disease Control and/or State Health Department.

### **PROBATION POLICY**

All new students are accepted on a probationary status. This period is normally during the first **semester** of school though the administration reserves the right to determine if more/less time is needed. If, during this period, the student is not successful and/or does not adjust well to the academic or social expectations, an alternative placement at another school will be required. To help determine proper grade placement, a screening process may also be used for students. Class placement is determined by the principal.

### **SEARCH AND SEIZURE**

The school/parish is co-tenant of lockers/cubbies, backpacks and desks and reserves the right to search them at any time without notice and confiscate any items deemed inappropriate or not permitted at school

### **SECURITY OF FACILITIES (NO MORE ACCESS THROUGH FRONT ROSS HALL DOORS,)**

Parents, grandparents, parishioners, volunteers, guest speakers, etc. are always welcome at St. Eugene Catholic School. The safety and security of our children and consideration for the teaching/learning that is being conducted requires that **all** visitors and guests sign in at the school office upon arrival and sign out when leaving - or when checking a student in/out during class time. Required security procedures are in place should a situation arise which poses a threat to the safety of either the students or faculty. As a part of school security, doors are locked from 8:00 a.m. through 3:00 p.m. Only the front doors at the school office will provide access after this time. After 8:00, all students must check in at the school office.

### **STUDENT RECORDS**

St. Eugene Catholic School adheres to the Buckley Amendment (Family Education Rights and Privacy Act) regarding access to student records. Records of students transferring to other schools will be sent through the US Mail. No records will be given to parents to transport to a new school. Records will not be sent to transferring schools if a student's financial obligations to the Saint Eugene have not been met.

### **SUPERVISION**

School supervision begins at 7:40 a.m. and ends at 3:15 p.m. daily. Students arriving prior to 7:40 a.m. and remaining after 3:15 p.m. are to be registered in Extended Care. Parents of non-registered students who are present during these times will be billed for Extended Care services. Any students in the school building after school hours must be supervised by an adult.

### **TARDIES**

Students reporting late for school must obtain a tardy slip from the office. A student is considered tardy at 8:00 a.m. Students entering the classroom after instruction has begun can be a disruption. We ask that parents and students take the responsibility for making sure the students arrive at school on time each school day.

Tardies have a huge impact on not only the student in question, but their entire class. One tardy can often result in a loss of five minutes of instructional time and alter the routine of each student as well as the teacher. In order to make the most of each day, we must make every effort to arrive at school on time and prepared. Students who habitually receive tardies will be required to attend Saturday School with their parents on a designated Saturday from 8:00-9:30. Students will be required to wear their uniform to Saturday school, pay \$10, and the parents will use the time to work with students on academics. Any time a student receives fifteen unexcused tardies they will have to attend Saturday school. As a point of reference, students who come to school late or leave early for a doctor's appointment will receive an excused tardy, provided they give the office a doctor's note. Excused tardies will not count towards Saturday School. A student can receive an additional Saturday School if they accumulate an additional ten tardies. Any student who attends Saturday School more than three times and continues to receive tardies (a total of 45) will receive in-school suspension. It is my hope that no student will ever attend Saturday School, however, the value of punctuality is a skill that cannot be underestimated. Punctuality is a life skill and one of the many life lessons that the Catholic School of St. Eugene hopes to impart on our students.

### **TECHNOLOGY CONCERNS**

#### **Social Networking Sites/Blogs**

Engagement in online blogs such as, but not limited to, Facebook, Instagram, etc. may result in disciplinary actions if the content of the student or parent's photos or comments are defamatory regarding the school, the faculty, other students, or the parish. Parents are advised to regularly monitor their child's engagement in these online social network sites. Students whose avatars depict other students, teachers, or parish staff in a defamatory light face detention, suspension, or expulsion.

#### **TELEPHONE**

Students may be allowed to use the phone in the school office or classroom with permission in cases of illness or emergency. Requests to use the phone for forgotten lunches, social planning, etc. are disruptive to school office business as well as the learning process and will not be permitted. Parents should call to

Speak with their child only in cases of **extreme** emergency. Parents can always call 212-4543 and leave a message on a faculty member's voicemail.

It is recommended that students leave cell phones at home. If they bring a cell phone to school, it must be kept in the student's backpack and turned OFF. Cell phones will be confiscated by teachers or school administration and the student may be given additional consequences if they are used during school hours. This includes texting.

### **TOYS/ PERSONAL ITEMS**

No toys, personal items, or activities are to be brought from home unless specified by the classroom teacher. Electronic games, radios, cell phones, laser lights, and all items of this sort shall be confiscated and returned only to the parent. The school reserves the right to determine the appropriateness of any item brought to school.

### **VIOLENCE/SEXUAL HARASSMENT/ SEXUALITY/INTIMIDATION/BULLYING/PERSONAL CONDUCT**

Because the Gospel teaches that all human life is sacred and created in the image and likeness of God, respect for each other and of self is basic to our school's philosophy. Respecting human dignity and the uniqueness of every individual, each student will be considerate and respectful of others. St. Eugene Catholic School regards acts toward faculty, volunteers or students of aggression, harassment, violence, sexual behavior, cursing or swearing, or intimidation in any form, whether verbal, sexual or physical in nature, **this includes any online activity**, as detrimental to our mission as a Catholic school. Dealt with on an individual basis, the school will determine the appropriate disciplinary measures to be taken. Any action based on lack of respect for others, including sexual and physical abuse, or the creation of a hostile environment by students, faculty and/or staff will not be tolerated. Harassment, intimidation and bullying means any gesture, written or verbal expression or physical act that a reasonable person should know will harm another student, damage another student's property, place another student in reasonable fear of harm to the student's person or damage to the student's property, or insult or demean any student or group of students in such a way as to interfere with the school's educational mission or the education of any student. "Harassment, intimidation or bullying" include, but are not limited to, a gesture or written, verbal or physical act that is reasonably perceived as being motivated by a student's religion, race, color, national origin, age, sex, sexual orientation, disability, height, weight, socioeconomic status or any other distinguishing characteristic. "At school" means on school grounds, at school-sponsored activities or at school-sanctioned events. All complaints will be investigated and appropriate disciplinary action will be imposed. The possession of a weapon or an illegal or controlled substance while on school property immediately becomes a police matter, with the student subject to immediate expulsion. Threats or acts of vandalism or violence, whether real or perceived, including claims of "teasing" or "joking", will be taken seriously. Toy weapons or lunchbox cutting utensils are prohibited. Items such as, but not limited to, questionable books, pictures or magazines, white-out, cigarettes, matches or lighters, weapons (either toy or real) or other items deemed harmful by the school, are not allowed at any time.

Allegations of students exhibiting behaviors which are in contradiction to our policies and mission will be investigated with appropriate disciplinary action imposed, which may include suspension, probation, counseling or expulsion. Each allegation will be dealt with on an individual basis.

### **WEAPONS/ILLEGAL OR CONTROLLED SUBSTANCES**

The possession of a weapon or an illegal or controlled substance while on school property immediately becomes a police matter, with the student subject to immediate expulsion. Threats or acts of vandalism or violence, whether real or perceived, including claims of "teasing" or "joking", will be taken seriously.

Toy weapons or lunchbox cutting utensils are prohibited. Items such as, but not limited to, questionable books, pictures or magazines, white-out, cigarettes, matches or lighters, weapons (either toy or real) or other items deemed harmful by the school, are not allowed at any time. Allegations of students exhibiting behaviors which are in contradiction to our policies and mission will be investigated with appropriate disciplinary action imposed, which may include suspension, probation, counseling or expulsion. Each allegation will be dealt with on an individual basis.

**RIGHT TO AMEND**

St. Eugene Catholic School reserves the right to amend this Handbook. Notice of amendments will be sent home via the school newsletter.